

MONTANA STATE PRISON  
600 Conley Lake Road  
Deer Lodge, MT. 59722  
INTERNAL/EXTERNAL

Job Title: Sex Offender Treatment Specialist  
Position Number: 22800  
Classification Code: 193316  
Department: Corrections  
Division: Montana State Prison  
Location: Deer Lodge, MT

Pay Band: 6 Salary: \$22.822/hr  
Bargaining Unit: None  
Shift: 8 a.m. to 4 p.m.  
Days off: Sat./Sun.  
Status: Permanent/Full-time

**Supplement required: Copy of Graduate degree, licensure, and two letters of reference.**

To Apply: Submit a **State of Montana Application** form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications must be received by **November 21, 2008. Attach a copy of the Criminal Background and Reference Check Authorization form and a copy of your graduate degree, current licensure, and two letters of reference. Licensure is preferable although candidates for licensure will be considered.**

Application materials are available on the Web at: <http://www.mt.gov>.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions.

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Typical Duties: Responsible for providing clinical and administrative leadership, training, development, and supervision to sexual offender mental health treatment staff assessing and serving the psychological needs of the inmate clients in the Sexual Offender Program. Duties include professional psychological testing, counseling groups, conducting sex offender programming therapy sessions, interviewing inmates for psychosexual evaluation and recommendation purposes, emergency evaluations and management, psycho diagnosis, case management, working with Case Managers and contracted professionals, psychological consultation to the institution.

Qualifications: **KNOWLEDGE:** Psychological theory, systems, and research; Intra and Interpersonal psychodynamics; Family systems; Motivation theory and principles; Psychotherapeutic relationships; Psychological treatment methods and interventions; Psychopathology; Psycho diagnosis using the Diagnostic and Statistical Manual of Mental Disorders; Psychological and psychiatric interviewing; Psychological assessment; Substance abuse disorders and treatment; Suicide dynamics, suicide risk assessment, and suicide prevention; Assessment malingering and deception; Professional documentation standards; Referral and consultation practices; Confidentiality legal and ethical standards; Legal and ethical issues in the practice of psychology; Continuous quality improvement programs; Correctional security policies, principles, and procedures; Safety principles and practices. **SKILLS:** Interviewing; Psychological assessment; Psychiatric interviewing; Mental status examination; Behavioral observation and assessment; Psycho diagnostic and differential diagnosis; Crisis assessment; Crisis management; Treatment planning; Psychotherapeutic relationship building; Individual psychotherapy (active listening, empathy, immediacy, confrontation, etc.); Group Psychotherapy; Professional documentation; Professional referral and consultation; Written communication; Oral communication; Computer hardware and software operation; Dictation; Emergency communication equipment operation. **ABILITIES:** The ability to work in a correctional environment; under unusually stressful conditions; in cooperation with security staff; in cooperation with medical and mental health staff; with oppositional, offensive, and potentially violent criminal offenders. The ability to accept additional responsibilities and effectively manage time.

Education & Experience: The duties assigned to this position require post-graduate education in psychology, clinical social work, professional counseling, mental health, psychiatric nursing, or another clinically oriented behavioral science. A master's degree from an accredited institution is required. The following degrees are acceptable: M.A. Psychology, MS Psychology, MSW master's of Social Work (Clinically oriented), MPC Master's of Professional Counseling, or a Master's of Education. In addition to the experience mentioned above the duties assigned to this position require professional maturity, which is typically obtained with at least three years of full-time post-graduate experience in a predominantly clinical position. Additional sex offender treatment and correctional experience is preferred. The duties of this position require professional competence that is usually concurrent with professional licensure. Montana licensure is not required at the time of employment but license eligibility is required. Professional licensure is preferred. 2000 hours of supervised work in sex offender treatment

is preferred.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a band 6 on the state's general pay matrix. The current hourly salary is \$22.82. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Montana Compliance with Military Selective Service: You will be required to produce documentation showing you have complied with the Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment. Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A behavioral interview may be conducted as part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position.  
It is not intended to represent a contract between the employer and the applicant selected.

**Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.**

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: \_\_\_\_\_  
(please type or print)

Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

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This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

